

**MILLE LACS BAND OF OJIBWE  
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

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**Department:** Substance Use Disorders- Four Winds Lodge

**Policy Number:** HHS-SUD-FW 4733

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**Policy Title:** Electronic Signature

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**Attachments:**

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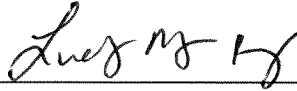
**Revision History:**

**Revised by/Date:** Lindsay Misquadace-Berg, 6/2021

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**Approved by:**

Lindsay Misquadace-Berg, Four Winds Treatment Director



**Date:**

7/15/2021

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**Approved by:**

Nicole Anderson, Commissioner of HHS



**Date:**

8-13-2021

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**POLICY STATEMENT:** Medical record documents, available in an Electronic Health Record (EHR), may be signed electronically by designated users. The electronic signature will have the same ethical and legal consideration as the written signature. Each user that is authorized to use the process of electronic signature will be required to sign a confidentiality agreement certifying that they are the only one to possess the unique identification (ID) code and password and will be the only individual to use it.

**PURPOSE:** The purpose of this policy is to permit designated users to use the process of Electronic Signature (E-signatures) to authenticate documents which become part of the medical record.

**DEFINITIONS:**

**Designated Users-** Medical, clinical, direct care, or other defined staff members who are authorized to use the process of electronic signatures.

**Electronic Health Record-** The current term that is used to refer to computerization of health record content and associated processes.

**Electronic Signature-** Electronic signature means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

**PROCEDURES:**

A. Access to Electronic Signature

1. The confidentiality agreement will be given to all designated users who will use the process of electronic signatures.
2. Designated users will be assigned a unique identification code. For the use of the electronic signature, the code will consist of three parts:
  - a) First is the System Code, which is assigned based on what information the user should have access to in the EHR.

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- b) Second is the User ID, which is unique to each user.
- c) Third is the password, which is chosen and only known by the user.
- 3. Designated users are required to complete training prior to receiving access to use the electronic signature in the EHR. The confidentiality agreement form must be completed and signed.
- B. Signing Documents Electronically
  - 1. Designated users will verify the accuracy and completeness of each document before electronically signing it.
  - 2. When a designated user finds an error in the document or the document is incomplete, the user will make the appropriate corrections prior to electronically signing.
  - 3. Once a document has been electronically signed, it is not to be altered.
- C. Medical Documents
  - 1. Medical documents should never be deleted.
  - 2. If errors are made, a new document will be added with the correct information recorded.
  - 3. The document with the error will be marked as error and the new document marked as corrected.

<b>Internal and/or External References</b>	Minnesota Rules, part 9530.6440, subpart 4 (Electronic Records) 42 C.F.R. § 482.24 Conditions of Participation (Medical Record Services)
<b>Compliance - Posting Date</b>	8/13/2021
<b>Replaces – Policy Number</b>	
<b>Next Review - Due Date</b>	8/2024